



## EMERGENCY SPILL PLAN CHECKLIST

<b>Division:</b>	<b>Facility:</b>
<b>Building:</b>	<b>Location/Area:</b>
<b>Inspector:</b>	<b>Date:</b>

The Plan contains the following information:	YES	NO	N/A
Spill Coordinator's telephone number			
Fire Department telephone number			
Telephone numbers or methods for contacting staff who are designated to initiate or assist in initiating an emergency spill response.			
Telephone number any contractor who has been named in the plan to respond to a spill or perform clean-up actions.			
Telephone numbers of appropriate agencies who must be contacted in case of a discharge or spill.			
The Plan meets the following requirements:	YES	NO	N/A
The plan includes the location of emergency equipment.			
The plan explains and assigns staff emergency response levels.			
The plan addresses staff training requirements.			
The plan describes actions required to implement the plan.			
The facility has a maximum AST capacity greater than 1320 gallons or total underground storage capacity greater than 42,000 gallons.* If the answer is <b>no</b> , the checklist has been completed.			
The plan includes a Professional Engineer (PE) certification.			
At a minimum the plan is reviewed at least every five years and updated as necessary.			
A plan that is updated because of technical changes (tank additions, removals, fuel changes, secondary structure changes, etc.) is re-certified by a PE.			
A plan that follows the ICP format, includes a cross reference to requirements of 40 CFR 112.7.			
The plan includes a site diagram that identifies the location and contents of each container of oil that has a capacity of 55 gallons or greater (including 55 gallon drums and oil filled equipment such as transformers).			
For each container, the plan identifies the type of oil stored and the storage capacity.			
The plan includes discharge prevention measures, including oil handling procedures such as loading and unloading.			
The plan includes oil spill predictions, including direction, flow rate, and total quantity that could be discharged as a result of a major equipment failure.			
The plan identifies and discusses discharge controls, i.e., secondary containment structures.			
The plan identifies site drainage patterns.			
The plan includes the telephone number of the National Response Center.			

**COMMENTS:**